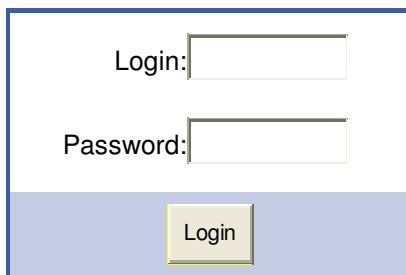# FaDSS Web Based Profile Instruction Book

__Introduction__

The FaDSS Web based Profile was developed to track families enrolled in the Family Development and Self-Sufficiency Program. The web address for the system is https://eservices.iowa.gov/fadss/index.php.

The FaDSS Profile has a number of purposes, some of which include:
1. Tracking families enrolled and exited in the FaDSS Program.
2. A means by which families enrolled and exited can be tracked by DHS for performance measurement purposes.
3. Tracking information on the family so that we can see what accomplishments a family has achieved.
4. We can also compile all families served to see how families have progressed by grantee and the state as a whole.
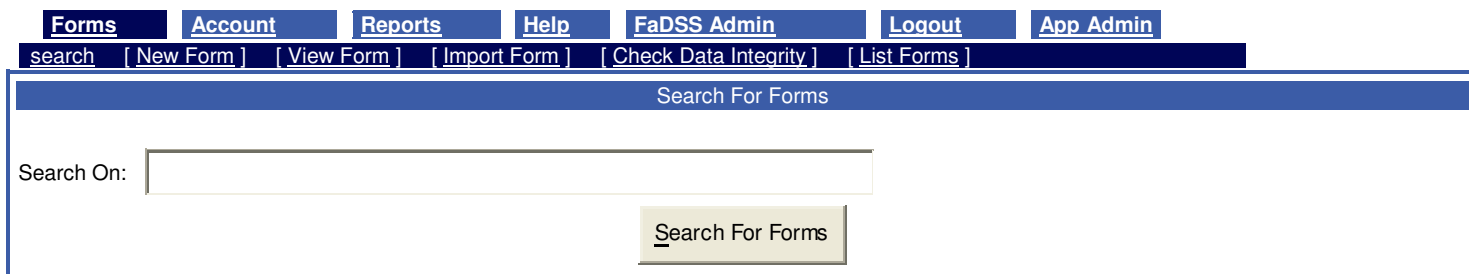
Log In:

Login:	
Password:	
	Login

If you are a new employee your Coordinator will arrange for you to receive a log in and a password from a state Program Manager. Log in and passwords are case sensitive. Please keep these in a safe secure location as information on the web site is strictly confidential.

Once you have your log in and passwords enter both in the spaces indicated on the log in page, as shown above. Click 'login.' You will be directed to the Forms/Search page of the web based system as shown below.

Forms	Account	Reports	Help	FaDSS Admin	Logout	App Admin

search [New Form] [View Form] [Import Form] [Check Data Integrity] [List Forms]

Search For Forms
Search On: [   ]
Search For Forms

FORMS

SEARCH

Search For Forms
Search On: [_____]
[Search For Forms]

The search feature is available for you to use to bring up an existing family profile. You may enter the family's name or use the DHS Case Number. Grantee search capabilities are limited to the families that have been served by that grantee.

To begin a search simply enters the identifying information such as the family name. Click on the 'search for forms' button. A list will be generated with the following headings listed below.

Results: (1 - 10 of 189)					
Project Number:	**Head of Household:**	**County:**	**Grantee Name:**	**DHS Case Number:**	**FaDSS Specialist:**

Note: The more specific or individualized your search the better your results will be. Example: If you search for the name 'Smith' you may get numerous results for the search. However, if you enter the DHS case number there is only one 'Smith' with that DHS case number.

NEW FORM

The following will be a step by step list of instructions for each of the fields listed on the web based Profile. For the most part the fields of the Profile are completed or updated at entry and exit. There are a few exceptions of when you can change fields in the Profile prior to a family exiting the FaDSS program. **Accuracy is very important so when you enter information always double check for accuracy prior to submitting the form. Enrollments and exits are to be inputted into the data system no later than the 10th of the month following the enrollment or exit.**

There are fields that you must notify your Program Manager if they change during a family's involvement in FaDSS. These are: Project Number, Head of Household, County, DHS Case Number, State ID Number, Enrollment Date, and Exit Date.

New Form		
County: --Select County-- ▼	DHS Case Number:	
Head of Household at Entry:	State ID:	
Head of Household Race/Ethnicity: ▼	Marital Status: ▼	
# of Home Visits Completed: ▼	FaDSS Specialist: ▼	
Enrollment Date: ▼ / ▼ / ▼	Total Number of Family Members at Entry: Adults:	Total Number of Family Members at Exit: Adults:
Exit Date: ▼ / ▼ / ▼	Children:	Children:
Two Parent Household: ☐		
Re-Enrollment: ☐ Yes ☐ No	Household Size at Enrollment: ▼	
Transition: ▼	Family Income at Entry: ▼	

Project Number/Grantee (No data entry needed)

The project number identifies the grantee who is serving the family. **The project number along with the grantee name is generated automatically when a specialist is assigned to the case.**

County

The County identifies the family's county of residence. Click the drop down box and select the county in which the family lives. If the family moves with in the grantee service area to another county you may change the county to the new county of residence. The county should be in the service area of the agency that is providing the FaDSS service. There is one exception to this.

> If a family moves or lives near a county line in a county a grantee does not serve but wishes to remain with that grantee, arrangements can be made with the grantee that does serve the county. The two grantees must come to agreement that the family's best interest be served, which may result in the family being served by a grantee that does not serve that particular county.

Head of Household at Entry

Enter the name of the head of household at the time of enrollment into the FaDSS Program. This is most likely the adult parent for which the FIP is received or the person who is identified as FIA responsible. **When entering the individuals name be sure to put the last name first, first name last. Make sure there are spaces between and no comma.** Use **ALL CAPITALS** for the name. Example: JONES SUSAN.

In the case of a **two-parent FIA household** enter the name of the person for which the family identifies as the head of household. **Never use the name of both parents.** You must identify one parent as the head of the household.

In the case of a **minor parent** enter the minors name in the Head of Household. This would only be if the parent of the minor parent is not receiving FIP or is receiving FIP but does not what to be involved at the level of being the head of the household. In the 'Comments' section, make a notation that the family is a minor parent. We encourage programs to enroll the entire family, not just the minor parent whenever possible.

In the case of a name change the following policy has been developed:

> If a person has a name change (marriage, divorce, etc.), go ahead and make the changes on the web based Profile at the time the name change occurs. You also need to show what the person's name was originally at time of entry. Put the original name in parenthesis after the person's name. These changes can be made without notifying DHR.
>
> **Note:** If there is more than one change during the persons time in FaDSS it should be ok as long as the original name is in parenthesis. If name change is due to an incorrect entry (misspelling) you will need to notify your program manager so that it can be correct with the DHS database.

In the case of a change in the head of household (because of marriage, divorce, etc.) the following policy has been developed:

> If a family has a change in head of household notify your Program Manager. Grantees should develop protocols for who should contact the Program Managers. Any correspondence will be carbon copied (cc'd) to the FaDSS Coordinator. A change in head of household will require a change in Name and State ID number. The Case Number will likely stay the same.
>
> **Note:** This information needs to be changed with DHS so that they have the correct person on their lists of FaDSS enrollments.

Head of Household Race/Ethnicity at Entry
From the drop down box enter the Race or Ethnicity that most appropriately fits the head of household at the time of enrollment into FaDSS. This is self reported by the family. If the family chooses not to report select "not reported".

Number of Home Visits Completed
This is to be completed only at exit. Using the options from the drop down box, choose the number of home visits or visits of home visit quality that were completed with the family while they were in FaDSS.

> **Note:** Visits of home visit quality have to be face to face. A contact note written that documents services provided and includes goals be set, reviewed, or modified. The face to face visit can occur in the office, another provider office, in the community, and in some case in group settings. We would never count a phone call as a quality visit with a family.

There may be times when a worker has two distinctive visits on the same day and those two visits can count has two visits with the family. These visits would be counted has two if they are two visits where the content of the visit is different and there are two contact notes written. Examples of two distinctive visits could be as follows; complete a scheduled home visit and then attend a PROMISE JOBS visit with the family or complete a scheduled home visit and attend a family team meeting on the same day. If you had a scheduled home visit and then took the family to drop off application that would be considered an extension of the scheduled home visit.

Enrollment date
Enter the date in which the family is being enrolled in the FaDSS Program. This is the date the family agreed to participate in the FaDSS Program.

In the case of a **transfer** to your program enter the effective date of the transfer to your program from another FaDSS program. The effective date of the transfer will always be the enrollment date. **This date can not be before the exit date of the program from which the family is leaving.** The FaDSS Coordinator must have already called the FaDSS Program Manager at DCAA to notify them of the transfer. **See Transfer Protocol policy for more information.**

Exit date
Enter the date in which the family exited the FaDSS Program. This is the date the family actually exits the program, **not** the date in which paperwork is completed.

In the case of a **transfer** from your program enter the date in which the family transferred from your program to the new FaDSS Program as the exit date. **The exit date of a transfer must be before the enrollment date in the new program. See Transfer Protocol Policy for more information.**

Two-Parent Household
A two-parent household for this box is to be used to identify if there are two parents who are responsible for fulfilling the terms of an FIA. If both parents have an FIA click on the box indicated to add a check mark. If an Other FIP Adult enters the home after enrollment, and is the parent of a child in the home and required to do an FIA for a child in the home, click this box to indicate a two parent household. Once a two parent household has been determined and this box has been checked, it must remain checked through the family's duration in the FaDSS program even if the other FIP parent leaves the home prior to exit. **When this is box checked you will need to complete the Matrix and difficulty of service scale as it relates to the other FIP parent.**

Re-enrollment
A re-enrollment is a family that has been in your FaDSS program previously. It is **not** a family that has been enrolled in another FaDSS program and enrolled in your program. If the family is a re-enrollment, click the 'yes' button. The system will automatically enter 'no' if 'yes' is not clicked.

> **Note:** If a re-enrollment occurs with a family during the same fiscal year you need to enter information on a new form. **This family should be counted twice in your total families served during the year.** When completing snapshot information only update the information that is new for the snapshot, (there is a new barrier not previously identified during the original enrollment). All other information on the snapshot will remain the same. See instructions for "Snapshot of Barriers Faced by Families."

Transition
The transition field is only to be completed at exit. It is used to determine the amount of time the family continued to receive FaDSS services after leaving FIP. Transition begins the 1st of the month following the month in which the last FIP check was received. **Transition can occur up to three months after the last FIP check.**

Example: A family had their last FIP check in June 2006. Transition begins July 1, 2006. The family must be exited by September 30, 2006.

> **Note:** Transition also begins the first of the month for a family who is eligible for FIP but because the amount is less than $10, a check is not received. Example: A family is eligible for less than $10 in FIP for June 2006. Transition begins June 1, 2006. The family must be exited by August 31, 2006.

> **Note:** If an exit date occurs during a month of transition, for example on the 15th of the second month of transition, consider that to be a 2 months of transition.

Use the drop down box and select the appropriate entry based on the following descriptions:

No Transition- Family exited FaDSS prior to leaving FIP.
1 month- Families who were no longer receiving FIP but remained in FaDSS for a month or less. At any time during the month following FIP ending the family exits, they would be considered as receiving one month of transition.
2 months- At any time during the second month following FIP ending the family exits, they would be considered as receiving two months of transition.
3 months- At any time during the third month following FIP ending the family exits, they would be considered as receiving three months of transition.
Greater than three months- This would be highly unusual. If you believe a family falls into this category contact the FaDSS Program Manager at the DCAA.

DHS case number
Enter the **nine digit** DHS case number of the head of household. Department of Human Services case numbers are 10 digits, which may begin with a letter. They will not end with a letter. **For enrollment and tracking purposes we only need the first nine digits of the case number. Do not use dashes when entering the DHS Case Number. Example F55550000, instead of F5555-00-00.** Case numbers that are not entered with the correct format may generate an error message, stopping the profile from being submitted.

State ID Number
Enter the **eight digit** DHS State ID number of the head of household. The number begins with seven numbers and ends in a letter (example: 1234567D). **The letter is always capitalized.** This number identifies an individual and not the family as the DHS case number does. If the head of household changes to another person the State ID will also need to change.

Head of Household Marital Status at Entry

Enter the marital status of the head of household at the time of entry in the FaDSS program from the options provided. **If you choose married as an option for marital status you will need to complete other adult information in the outcomes section. If a head of household is married but they do not live or recognize their residence together they would be considered separated. Separated can mean either a physical or legal separation. The same may be true for a partnered relationship.**

FaDSS Specialist
Enter the name of the ongoing FaDSS Specialist assigned to the family from the drop down box. If the specialist changes during the families stay in FaDSS make the change at the time the new specialist starts working with the family. Do not change the FaDSS Specialist if the family is assigned a temporary worker. **If no specialist is chosen at the time of enrollment and error message will be generated instructing you to enter a specialist name from the drop down box.**

Total number of family members at entry
Adults **–** Enter the number of adult family members residing in the home (18 years or older).
Children **-** Enter the number of children residing in the home (younger than 18). A **minor parent** would be reported as a child in this section.

Total number of family members at exit
Adults **–** Enter the number of adult family members residing in the home (18 years or older).
Children **-** Enter the number of children residing in the home (younger than 18). A **minor parent** would be reported as a child in this section, unless they turn eighteen on or before the date of exit.

Household Size at Enrollment at Entry
This field is only completed at enrollment. Enter the number of family members at enrollment from the choices in the drop down box. Do not make changes as family members increase or decrease during their enrollment in FaDSS.

Family Income at Entry
This field is only completed at enrollment. Using the drop down box choose the appropriate income level for the family at the time they enter FaDSS. This will require you to multiply the monthly income at enrollment by twelve.

Outcome Information

Complete the appropriate box for each of the four outcome areas listed below.	At Entry Head of household	At Entry Other Adult	At Exit Head of household	At Exit Other Adult
Education - highest level attained				
Was education a goal?			☐	☐
Was there progress towards achieving education goal?			☐	☐
Employed?	☐	☐	☐	☐

Total Weekly Hours				
Hourly Wage				
Total Monthly Income				
Source				
FIP				
Wages				
Child Support				
SSI/SSDI				
Other				

Outcome Information

Outcome information is collected on three basic items; Education, Employment Status, and Total Monthly Income. Outcome information is only collected at entry and exit from the FaDSS Program. It is meant to record the specific data information for the Head of Household and Other Adult at the time of entry or exit. For example if an Other Adult enters home after the time of enrollment, outcome information would not be completed for that Other Adult. Likewise if the Other Adult leaves the family home prior to the family exiting FaDSS, Outcome information should not be collected for that Other Adult.

> **Note:** The Other Adult Member is most likely a co-habituating significant other of the Head of Household joined by marriage and/or children and/or relationship with Head of Household. **If there is no 'Other Adult' leave all fields blank in the other adult fields.**

To the right of the listed outcomes are four columns, two referring to status at entry and two for status at exit. Each of these four columns is used to report information on the Head of Household and Other Adult member of the household, if any, at entry and exit.

Reporting outcomes for when there has been a change in the head of household. Periodically, there may be a change in the head of household. When this occurs the following example will show you how to document outcomes.

> **Example:** You have a two parent household; at entry the mother has been identified as the head of household and the father as the other adult. Sometime after enrolling the mother leaves the home due to separation or divorce. The father now becomes the head of household. **Remember: You need to notify your program manager of the head of household change.**
>
> For documenting the outcomes section of the profile you leave the information reported at entry the same for both head of household and the other adult. If at exit the father is still the head of household report the status of his outcomes under other adult as this is where his information was recorded at entry. The remainder of the Head of Household Outcomes would remain blank. In

this situation, at exit, you would have a profile that is recording outcomes for the Other Adult, but not the Head of Household.

If there is a new other adult, in addition to the Other Adult who is now the head of household, **do not** include any information on outcomes for this person, except for income, if any. Any income of the second Other Adult would be reported in the Income section on the Other line.

Note: The second Other Adult would be added to the family information at the end of the profile.

If the original mother returns to the home; at exit she would have her information recorded under head of household since that is where her information was at entry. **For any change in head of household make a notation describing the change in the Comments section of the profile.**

Note: You do not have to change the head of household back to the mother if she returns.

For each of the three Outcomes (Education, Employment Status, and Total Monthly Income) complete the appropriate box corresponding to the Head of Household and any other Adult members' status at entry and again at exit. The instructions are the same for both entry and exit information except where specifically instructed.

Education
Use the drop down box to identify the appropriate level of education the head of household and if present the other adult has completed.

Was Education a Goal - and - Was there progress towards achieving education goal – These items are only to be completed at exit.

Was Education a Goal? – Indicate by choosing **YES** or **NO** at exit if the Head of Household or other adult member had identified education as a goal. **If there was no Other Adult in the household, leave this field blank.**

Was there progress towards achieving education goal? – If education was not a goal leave blank.
If education was a goal indicate by choosing **YES** or **NO** at exit if either the head of household or other adult member made any progress towards an educational goal. This could include someone attending or completing a class. **If there was no Other Adult in the household, leave this field blank.**

Employment
Choose **YES** or **NO** to indicate if the person is employed or not for the head of the house and if present, the other adult. **If there was no Other Adult in the household, leave this field blank.**

Total Weekly Hours – In space provided indicate the approximate number of hours per week the individual works, if employed. If a person has more than one job, either two or more full or part-time positions enter the number of hours that most fits the person's circumstances.

Hourly Wage – In the space provided indicate the average hourly wage being earned by either the head of household and if present, the other adult. **If not employed leave this field blank.**

Note: Do not use the dollar sign ($) this is entered automatically. **For wages in which tips are included compute the hourly wage to include the average amount of tips received. If this amount is less than minimum wage enter the minimum wage for hourly wage.** Example: A person work 20 hours a week and receives 3.00 an hour plus $100 a week in tips, on average. To compute hourly wage, multiply $3.00 X 20 = $60.00. Add $100 to $60 = $160. Divide $160 by 20 hours worked per week. The hourly wage to report is $8.00.

Total Monthly Income
This is calculated automatically. No entry is required.

Total Monthly Income must fall into the following categories: FIP, Wages, Child Support, SSI/SSDI, and Other. The income must be something that is earned or something a person becomes eligible for that is ongoing. Winnings from gambling, inheritance, or lump sum payment form SSI/SSDI or insurance company would not be considered in the monthly income section in any of the categories unless the money is paid out in a monthly installment plan that is ongoing over several months.

FIP at Enrollment:
Enter the amount of FIP the family currently receives from the head of household or other adult, if present. The only exception is if it is a transfer case and the family is in the three month transition period.

FIP at Exit:
Enter the amount of FIP the family will be receiving the following month from either the head of the household or other adult, if present. If a family receives FIP for the month in which they exit, but will not receive it in subsequent month, report $0 in FIP received at exit. At exit if a family is in transition there should not be a FIP amount for the head of the household ever.

> For **minor parents** enter the amount of FIP that is received for that minor parent and the child(ren). If the family reports other FIP this would be recorded in the Other Income section. For example, in the case of an adult mom who receives FIP for other children in the home, do not count any other income that the adult parent receives. If a family receives FIP for the month in which they exit, but will not receive it in subsequent month(s), report $0 in FIP received at exit.

> **Note:** There must be a FIP amount for either the head of household or other adult at entry in order to be eligible for FaDSS. If at exit the family is no longer receiving FIP for the head of household or the other adult member, but still receive FIP for the children in the home, **do not enter a FIP amount** in the **FIP section**. This should be entered in the **Other income** section.

Wages:
Enter the monthly gross amounts earned by the head of household and other adult, if present, for the month of enrollment or exit.

At Enrollment: Wait until the first home visit in the following month to gather this data. At the first visit following the month of enrollment you will want to ask the family what were their wages from the previous month (month of enrollment). This will be actually received income from wages during the month of enrollment. Enter this amount for the head of household and other adult at entry on the profile.

This amount must be entered into the web based system by the 10th of the following month of gathering the information.

> **Example for Enrollment**: If the family enrolls in December you would wait until the first home visit in the following month to gather this data. At the first January visit you will want to ask the family what was their wages were from the previous month (month of enrollment). This will be actually received income from wages during the month of December. Enter this amount for the head of household and other adult at entry on the profile. This amount must be entered into the web based system by the 10th of the following month. In this example that would be February 10.

> **Note:** During this visit in January, if there are changes in other income sources for December (month of enrollment) you can change these as well. These include FIP, child support, SSI/SSDI or other income sources.

At Exit: Ask the family how much they actually earned from the 1st of the month to the day of the last home visit. Then ask the family to project out what wages will be from the day after the last visit to the last day of the month. Add these two amounts together and enter this amount in the wage line of the profile.

> **Example for Exit**: If the family exits on the 12th of the month ask the family how much they actually earned form the 1st of the month to the 12th of the month then project out what wages the family will receive form the 13th of the month until the last day of the month of exit. Enter this amount in the wage line of the profile.

Wages are payment for work completed from an employer, including self-employed and contracted services. Wages are paid hourly, weekly, monthly, piece rate basis or can be a fixed amount (salary). There is the expectation that the person or employer will pay payroll taxes. Self employed includes such things as a person who runs their own day care.

Wages do not include payment for occasional inconsistent work, including babysitting for a friend, can/bottle redemption, cleaning your parents home, mowing or shoveling snow. This would be included under the 'Other' section.

Child Support:
Enter the amount of child support received by the head of household and other adult, if present.

SSI/SSDI:
Enter the amount received for the Head of Household and/or Other Adult. If a child receives SSI/SSDI enter this amount on the 'Other' line, specifying that the amount is SSI/SSDI for a child in the comments section.

> **Note:** A family must have at least one adult receiving FIP and FIA responsible at entry to be eligible for FaDSS.

Other: Enter other types of income not included above. This could include such income as SSDI/SSI, FIP received only for the children, and caregiver payments from DHS.   Payment for occasional inconsistent

work, including babysitting for a friend, can/bottle redemption, cleaning your parents home, mowing or shoveling snow are included in this section.

Situation at Exit – **this is completed only for those families still receiving FIP at the time they exit FaDSS. Any families receiving transition should not be included here. Blank should be entered for those families.**

If choices 1 through 3 do not apply to a families situation at exit and you know that the family will be leaving FIP the following month enter 4. If neither 1 through 4 apply to a family's situation at exit, you would enter 5.

For all families exiting the FaDSS program and still receiving FIP, use the drop down box to enter the most appropriate situation for the family at the time they exited FaDSS.

> *1.* *Moved out of service area/Transfer* – Use this code for families who move out of the grantee's service area. This includes families who move out of state or who transfer to another FaDSS program.
> *2.* *Began receiving other assistance* - Use this code for families, where the head of household has begun to receive SSI/SSDI, child support payments and/or other assistance. Use this code only for families who were not part of a transition.
> *3.* *Unable to locate family* - Use this code for families that have had a period of time elapse that no contact has occurred between the specialist and family. Due to this inactivity a decision has been made to exit the family from the program, based on the exiting policy of the grantee.
> *4.* *Receiving FIP No Transition*: Use this code for families receiving FIP in the month they exit FaDSS and will not be receiving FIP the following month.
> *5.* *Other* - Use this code for any other reason not identified above.

Reasons for Leaving FIP
Using the drop down box, enter the most appropriate reason for the family leaving FIP. If a family is still receiving FIP at the time of exit use item 9 to indicate the family is still receiving FIP.

> *1.* *Increased income from wages* - Use this code for families off FIP with the primary reason being that they have increased income from employment. This can include employment from the head of household or from another adult in the home, whether or not the other adult was included as part of the FIP household. (Use the FaDSS definition of 'Other Adult' when using their income.) If a family has increased income but still receives FIP use code 9.
> *2.* *Increased income from other than wages* - Use this code for families off FIP because they have received income from another source, other than wages from employment. This includes: SSI, SSDI, and child support payments to the head of household. This should also be used for families who decide not to receive FIP if another family member, other than the head of household, receives other assistance, though they may be eligible for FIP.
> *3.* *Increased income from a combination of 1 and 2 above* - Use this code if both codes 1 and 2 are accurate in describing the family's reason for leaving FIP.
> *4.* *Moved out of state* – Use this code for families who leave the state of Iowa. However, if the family leaves the state because of employment use code 1. Also, if they move out of the state but are still employed in Iowa use code 1.

5. *Children no longer in the home* - Use this code for families that are off FIP due to the children no longer being in the home. This includes children who no longer are on the FIP grant due to their age. This also includes families in which the children are removed due to protective reasons or have moved to another custodial home.
6. *Family chose LBP* - Use this code for families that are entered on a first or subsequent Limited Benefit Plan (LBP) and are not appealing.
7. *Family denied hardship* - Use this code for families who have been denied a hardship exemption. This includes families who do not receive an initial hardship and those who are denied a subsequent hardship.
8. *Family reached lifetime limit* - Use this code for families who have reached their lifetime limit to receive FIP benefits (60 months) and have decided not to seek a hardship exemption.
9. *Still receiving FIP* - Use this code for families who exit FaDSS, while still receiving FIP benefits.
10. *Voluntarily left FIP* - Use this code for families who have decided to leave FIP though they would still be eligible. However, if a code listed above is more appropriate in describing the family's situation, use that code.
11. *Other* - Use this code for any other reason not identified above.

Note: If two or more of the above apply to a family enter the lower number of the options. For example: If a family gets a new job out of state making wages that take them off FIP two options may apply for this family; one (1)- increase income from wages and four (4), moved out of state. In this example you would enter one (1).

Comments
Type additional information about the family that is required from other instructions (other than the Matrix and Difficulty of Service) or add additional information as you feel appropriate. Indicate if the family is a minor parent family in this section. Use this section to explain 'other income' reported above.

Difficulty of Service Scale and FaDSS MATRIX

FaDSS Self Sufficiency Matrix		
Difficulty of Service	**H of H (Entry Only)**	**Other FIP Parent (Entry Only)**
Score	☐	☐

Domains	H of H (entry)	Other FIP Parent (entry)	H of H (exit)	Other FIP Parent (exit)
Housing	☐		☐	
Housing Goal			Goal: ☐ Yes ☐ No Improved: ☐ Yes ☐ No	
Food	☐		☐	
Health Care	☐		☐	☐

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Domain				
Mobility	☐	☐	☐	☐
Mental Health	☐	☐	☐	☐
Substance Abuse	☐	☐	☐	☐
Physical Health	☐	☐	☐	☐
Income	☐		☐	
Employment	☐	☐	☐	☐
Parenting Skills (0 = N/A)	☐	☐	☐	☐
Childcare (0 = N/A)	☐		☐	
Children's Education	☐		☐	
Legal	☐	☐	☐	☐
Life Skills	☐	☐	☐	☐
Support Network	☐		☐	
Safety	☐		☐	
Energy Assistance	☐		☐	
Total Score	☐	☐	☐	☐

Comments:

Difficulty of Service (is only completed at enrollment)

The difficulty of Service scale needs to be completed and entered into the FaDSS web based system with in two months of enrollment in FaDSS. After completing the Difficulty of Service scale enter the level as indicated. This must me a number between 1 and 5. If the household is a two parent household (Both parents are required to participate in PROMISE JOBS and have an FIA) you will need to complete the Difficulty of Service scale for the other FIP adult as well. If an Other Adult enters the home after enrollment, and is the parent of a child in the home and required to do an FIA for a child in the home, a Difficulty of Service Scale needs to be completed at the time they enroll (with in time frames allowed). You will need to enter the other FIP adults score in the space provided on the web based system. The Difficulty of Service scale is only completed at enrollment.

FaDSS MATRIX at Enrollment

The MATRIX needs to be completed and entered into the FaDSS web based system with in two months of enrollment in FaDSS. After you have completed the MATRIX enter on the web based form the scores corresponding to each of the domains. For any domains that are unknown or not applicable enter zero (0). **For ease, you can use the TAB key to navigate down the individual columns.**

If the household is a two parent household (Both parents are required to participate in PROMISE JOBS and have an FIA) you will need to complete the MATRIX for the other FIP adult as well. Some domains reflect the household's situation as a whole. In these domains you will **not** enter any score for the other adult. They are entered automatically. The other domains will need to be entered manually. The domains to be entered manually are Health Care, Mobility, Mental Health, Substance Abuse, Physical Health, Employment, Parenting Skills, Legal, and Life Skills.

If an Other Adult enters the home after enrollment, and is the parent of a child in the home and required to do an FIA for a child in the home, a Matrix needs to be completed at the time they enroll (with in time frames allowed).

> **Note:** **The system is set up so that when the box for two parent household is checked fields are required to be entered into the MATRIX for the other FIP adult. Once a two parent household has been determined and this box has been checked, it must remain checked through the family's duration in the FaDSS program.**

FaDSS MATRIX at Exit

The MATRIX needs to be completed and entered into the FaDSS web based system within ten days of the month following the exit in FaDSS. After you have completed the MATRIX enter on the web based form the scores corresponding to each of the domains. For any domains that are unknown or not applicable enter zero (0). **For ease, you can use the TAB key to navigate down the individual columns.**

If the household is a two parent household (Both parents are required to participate in PROMISE JOBS and have an FIA) you will need to complete the MATRIX at exit for the other FIP adult as well. Some domains reflect the household's situation as a whole. In these domains you will **not** enter any score for the other adult. They are entered automatically. The other domains will need to be entered manually. The domains to be entered manually are Health Care, Mobility, Mental Health, Substance Abuse, Physical Health, Employment, Parenting Skills, Legal, and Life Skills.

If an Other Adult leaves the home prior to the entire family exiting the program, and is the parent of a child in the home and required to do an FIA for a child in the home, you will not enter the exit information from the Other FIP adult until the entire family exits the program. However, you may collect the Matrix information at the time the other FIP adult leaves in order to capture accurately that information. IF the other FIP adult returns to the home prior to the family exiting FaDSS your would not do another DOS or SSM upon the return for that person since that has already been done one time on that person.

> **Note:** **The system is set up so that when the box for two parent household is checked fields are required to be entered into the MATRIX for the other FIP adult. Once a two parent household has been determined and this box has been checked, it must remain checked through the family's duration in the FaDSS program.**

For specific questions regarding the Difficulty of Service or the Matrix please review the Difficulty of Service and Matrix instruction book

Family Information

Effective 12-1-11

For each family member in the home enter the information described below. As family members enter the home during the time of the family's involvement with FaDSS add the new family member to this section. Family members who leave the home prior to the family exiting FaDSS should remain in this section.

Name: Enter the family member's name, first and last name. You **do not** need to use all capitals in this section.

Age: Enter the age range from the drop down box of each individual in household at the time they family entered FaDSS, or the individuals age if they entered the family after enrollment into FaDSS.

Gender: Using the drop down box click the appropriate gender for the family member.

Race/Ethnicity: Using the drop down box, click the appropriate race/ethnicity as indicated by the family. In cases where race/ethnicity is unknown the family will provide this information. This information is voluntary the family does not have to provide this information.

Primary Language English: Indicate 'yes' or 'no' using the drop down box.

Disabled: Indicate 'yes' or 'no' using the drop down box. A person with a disability is someone who has significant difficulty performing a major life activity (such as breathing, walking, talking, seeing, hearing, learning, etc.) as a result of a physical or mental condition. This has to be a substantial difficulty and not just a temporary one and the person is regarded or perceived as having a disability.

Relationship: Indicate 'parent,' 'child' or 'other' using the drop down box. A **minor parent** would be considered a 'parent' in this section.   'Other' could mean any other person living in the family home that is not directly related to the family or who may be extended family members such as an aunt or grandfather.

> **Note:** For 'parent' this can include natural, step or adoptive parents. It may also include a live-in adult with the head of household who is a parental figure, based on the family's assertion. If there is a change in head of household to the Other Adult, and there is a second Other Adult at Exit, the second Other Adult would be added to the family information at the end of the profile.

After entering all information for a family member you need to click on the 'Add Family Member' button. This will add the individual family member to the database. Repeat entering information for each family member, clicking on the 'Add Family Member' button after information is entered for each person. **After each family member is added you are redirected to the top of the profile form. You will need to scroll down to add new family members.**

Submitting the New Form
Once you have completed filling in the required information on the new form click the 'Submit New Form' button.

Editing an Existing Form
If you need to update information on an existing form, locate the form by using the search feature. In the search results box locate the form you want to update. At the far left of the results box click on the 'pencil' 🖉 and you will be taken to the form ready for editing.   Edit the information. Once you have

updated the information on the form scroll down to the bottom of the form and click on the 'Update Form.'

Update Form

You can also edit a form that you currently have open in 'View Form' format. At the top of the form there are buttons titled View Form, Edit This Form, Delete This Form and Print View.

View Form [Edit This Form] [Delete This Form] - Print View

Click on the Edit This Form button and you will be taken to the form ready for editing. Edit the information. Once you have updated the information on the form scroll down to the bottom of the form and click on the 'Update Form.'

Update Form

Deleting an Existing Form
You will need to notify the FaDSS program manager when needing to delete a form.

Printing an Existing Form
You can print an existing form. **A printed copy of the form must be placed in the family file.** If you have an existing form open in 'View Form' format follow these instructions for printing your document. In an open document click on the button titled 'Print View.' You will be taken to a document that is ready to be printed. You can then print the form by clicking the Print icon on your web browser.

IMPORT FORM

Instructions for 'Import Form' not yet completed.

CHECK DATA INTEGRITY

Instructions for 'Check Data Integrity' not yet completed.

LIST FORMS

Instructions for 'List Forms' is not yet completed.

ACCOUNT

The Account section of the website is used for maintaining your personal web access account. In this section you can update your information, including changing password. It is recommended that you change your password on a regular basis. At this point, DHR does not require changing your password. However, this may change in the future.

ACCOUNT

When you click to enter the account section of the website your personal web profile comes up.

Manage My Account

Login: Abscd

New Password: [ ]	Last Changed: Sep 1, 2005 2:44 pm
Confirm New Password: [ ]	

Information Last Changed: Sep 1, 2005 2:44 pm

Name: [Tim Fitzpatrick]

Email Address: [tim.fitzpatrick@]

Phone: [515-281-5938]

[Update My Account]

Address: [ ]　　　　　　　　　　　　　　Address information is **not** required

[ ]

City: [ ]

State: [ ]

Zip: [ ]

[Update My Account]

Your log in will remain the same.

> *Password:* Your password may be changed at any time. Enter your new password information, then you will need to re-enter the password to verify the accuracy of the new password.
> *Name, Email Address, and Phone Number:* These fields are required. Please enter in the box provided this information.
> *Address, City, State, and Zip:* These fields are not required. Enter the information you would like to enter.

MANAGE USERS

Access to this section of the website is limited to administrators. It is used to enter new users or delete former users.

<u>REPORTS</u>

The Reports are currently being updated. Instructions may not match the reports currently listed on the web based system. If you have any questions regarding reports contact your Program Manager for assistance.

Report Generation

Select Report: [Active Enrollee list ▼]

Date Range: [▼] / [▼] / [▼] to [▼] / [▼] / [▼]

Sort By: `Specialist` ▼

Grantee: [ ] ▼

[Generate Report]

The above screen is used to create reports specific to your program. For purposes of generating reports you will not need to use the 'Grantee' drop down box. Statewide reports can be provided by state Program Managers. There are 26 current reports that may be queried. You may sort a variety of the reports by Specialist, County, Grantee, Name, Enrollment Date, and Exit Date. Some of these reports are not fully functioning. Updates will be provided once reports are available for use.

> **General instructions for querying reports:** You can select the time frame for which you want to report by using the drop down boxes on the line titled 'Data Range.' You can further specify a few of the reports by sorting using one of the parameters in the 'Sort' drop down box. You can use the Grantee drop down box to select your grantee or leave it blank. Once these boxes are completed, click on 'Generate Report' to receive your results.

For each of the following reports use the instructions above to generate the reports you want. If certain reports do not require all fields to be entered it will be **noted** in the description of that report below.

Active Enrollee List: This report will provide you with the total number of families enrolled in FaDSS for a particular time frame.

Enrollment List: This report will provide you a list of enrollments in your program for a particular time frame.

Exits List: This report will provide you a list of exits in your program for a particular time frame.

Total Adults/Children @ Entry: This report will provide you with the total number of adults and children that entered your program during a specified time frame.

> **Note:** The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Total Adults/Children @ Exit: This report will provide you with the total number of adults and children that exited your program during a specified time frame..

> **Note:** The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Household Type: This report will provide information on the household of those enrolled in your program during a specified time.

> **Note:** The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Education Level @ Entry: This report will provide you with information about the education level of the head of household and the other adult family member at the time they entered the program. It will also provide you cumulative figures for both head of household and the other adult.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Education Level @ Exit: This report will provide you with information about the education level of the head of household and the other adult family member at the time they exit the FaDSS program. It will also provide you cumulative figures for both head of household and the other adult.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Education Goals: For Families who report that education is a goal this report will allow you to see how families, who have exited during a particular time frame, progressed on their goal. (Improved, Not Improved) The report generates information on the head of household and the other adult. This report is not currently functioning.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Employment Level @ Entry: This report will provide you with information about the employment status of the head of household and the other adult family members at the time of entry into FaDSS.

Employment Level @ Exit: This report will provide you with information about the employment status of the head of household and the other adult family members at the time of exit from FaDSS.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Employment Average Hours @ Entry: This report will provide you with the average hours per week, of those who indicate they are employed, at the time they enter the FaDSS program. This report is not currently functioning.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Employment Average Hours @ Exit: This report will provide you with the average hours per week, of those who indicate they are employed, at the time they exit the FaDSS program. This report is not currently functioning.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Employment Average @ Entry: This report will provide you with the average hourly wage, of those who indicate they are employed, at the time they enter the FaDSS program.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Employment Average @ Exit: This report will provide you with the average hourly wage, of those who indicate they are employed, at the time they exit the FaDSS program.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Average Income @ Entry: This report will give you the average monthly income of the household at the time of entry into FaDSS.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Average Income @ Exit: This report will give you the average monthly income of the household at the time of exit into FaDSS.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Housing Goal: For Families who report that housing is a goal this report will allow you to see how families, who have exited during a particular time frame, progressed on their goal. (Improved, Not Improved)

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Situation @ Exit: This report will provide you with information about families and their status at the time they exit the FaDSS program.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Reason for Leaving FIP: This report will provide you with information about families and their reason for leaving FIP, at the time they exit the FaDSS program. This report will provide you with information as to the number of people still receiving FIP at the time they exit FaDSS.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

Family Information: This report will provide you information about the demographics of families who have been in your program for a specified time frame.

Note: The report is not able to be sorted. You do not need to use the 'Sort' drop down box.

HELP

The HELP section will provide you a way to get questions answered relative to the program of the web based system. **It is not intended for you to ask questions about program specific information.** For program specific questions please contact your assigned program manager.

When you first click on to the HELP button you are directed to a page that gives you email links for you to provide comments and suggestions about the website.

[Help]   Request Assistance

For assistance, please contact the following:

Application Comments or Questions
FADSS Support
Iowa Interactive
Email: fadss-support@iowai.org

Effective 12-1-11

Application Errors
FADSS Administrator
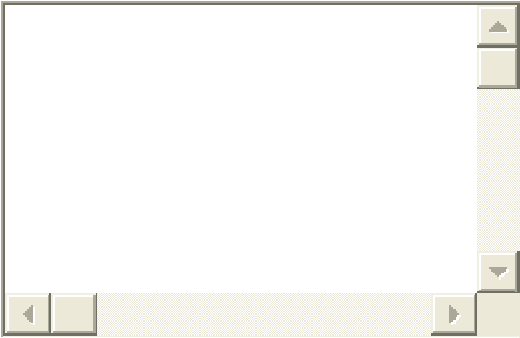Iowa Interactive
Email: fadss-admin@iowai.org

REQUEST ASSISTANCE

If you have a question or problem with a particular feature of the web based system you can submit your inquiry by first clicking on the 'Request Assistance' button. In the text box that is provided (sample below) enter your question and/or problem you are having. Click 'Submit Request' and administrator for the web based system will respond to you as soon as possible.

Report A Problem
An Administrator will contact you as soon as possible.
Description of the problem:

Submit Request

FaDSS ADMIN

This section of the web based system is reserved for system administrators to update and change a variety of aspects to the web based system as the need arises.

LOGOUT

Clicking the 'Logout' button will log you off the web based system. You will have to reenter you login and password to regain access to the system.

APP ADMIN

APP ADMIN is used exclusively by administrators to update or modify application tabs on the web based system.